



**CENTRAL BOARD OF SECONDRY EDUCATION
(AFFILIATION BRANCH)**
Shiksha Kendra, 2 Community Centre, Prcet Vihar, Delhi-110 301

SPEED-POST

No. CBSE/AFF/EX-00344-1213(930555)/2012

Dated: 13.06.2012

432150

✓ The Principal,
Santa Maria English Med School
Santhome, Mundanveli P.O.
Kochi Ernakulam Kerala-682507.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2012.
Sir/Madam,

This is with reference to your online application executed on 28/6/2011, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior School Certificate Examination** for a further period of Five year(s) w.e.f. **01.04.2012 to 31.03.2017** subject to the fulfillment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. **Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month.(Amended Rule 15.11)**
4. **Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)**
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No of Sections at Sr Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			
(e)	Schools running on less than 01 acre campus shall restrict number of students as follows:-			

Sr. ROSAMMA K.C.

Principal
Santa Maria English Medium School
Mundanveli P.O., Santhome, Kochi, Kerala, Pin-682507
Affiliated to CBSE No: 930555 School Code-75557
Email : sr.rosammacleetus@gmail.com

Sr. Mary Ashe

Manager
Santa Maria English Medium School
Santhome, Cochin - 682 507

	Category	Area of land	No. of students
(i)	Secondary School	2000 sq. mtrs	600 upto Class X
(ii)	Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

6. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
7. ✓ Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
8. Other conditions are enclosed as per Annexure 'A'.
9. Special conditions to be complied within three months:-
 - i. The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including representatives of teachers, parents and CBSE.
 - ii. The school is required to furnish copies of **EPF allotment** letter and **EPF Challan** of latest month.
 - iii. The school is required to submit the affidavit of not sponsoring students from other schools duly signed by the 1st class magistrate.
 - iv. The enrollment of students in many sections is high. Hence, the school is strictly advised to maintain optimum number of 40 students in each section as per norms.

Yours faithfully,

[Signature]
ASSISTANT SECRETARY (AFF)

Encl: As above

[Signature]

Sr. ROSAMMA K.C.
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[Signature]
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